



# Author Guide (Android)

Version 1.0

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## Author Role

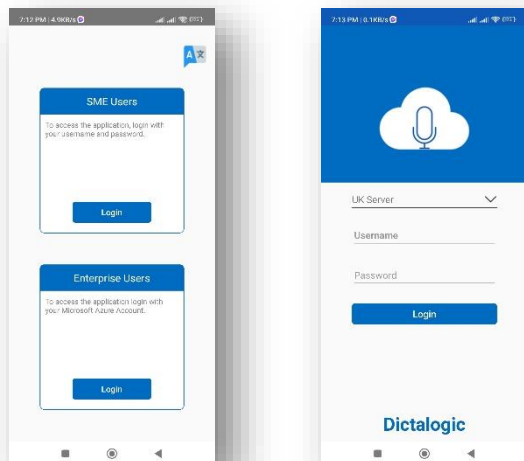
The Author role is where a dictation or conversation can be assigned to either a Transcriber (secretary) or a Pool or Department (where multiple transcribers subscribe to it).

The dictation can be sent as manual transcription – it's a traditional dictation method where the transcriber listens to the audio and types the dictation using the keyboard and foot pedal.

The dictation can be sent as Custom Speech – a new method where the audio converts to text before arriving at the transcriber's dashboard for proofreading. This method significantly reduces dictation turnaround time and uses an AI engine with a Legal dictionary to perform accurate audio-to-text conversion.

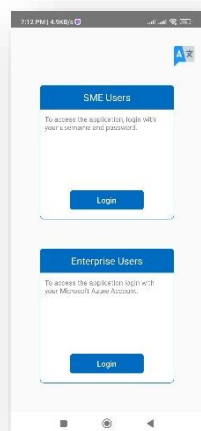
### Login as a non-Office365 user.

- 1- Launch the Dictalogic App.
- 2- Click on the SME user “Login” button.
- 3- Click the dropdown menu and choose the Data Reside Server.
- 4- Enter username and password and press continue.

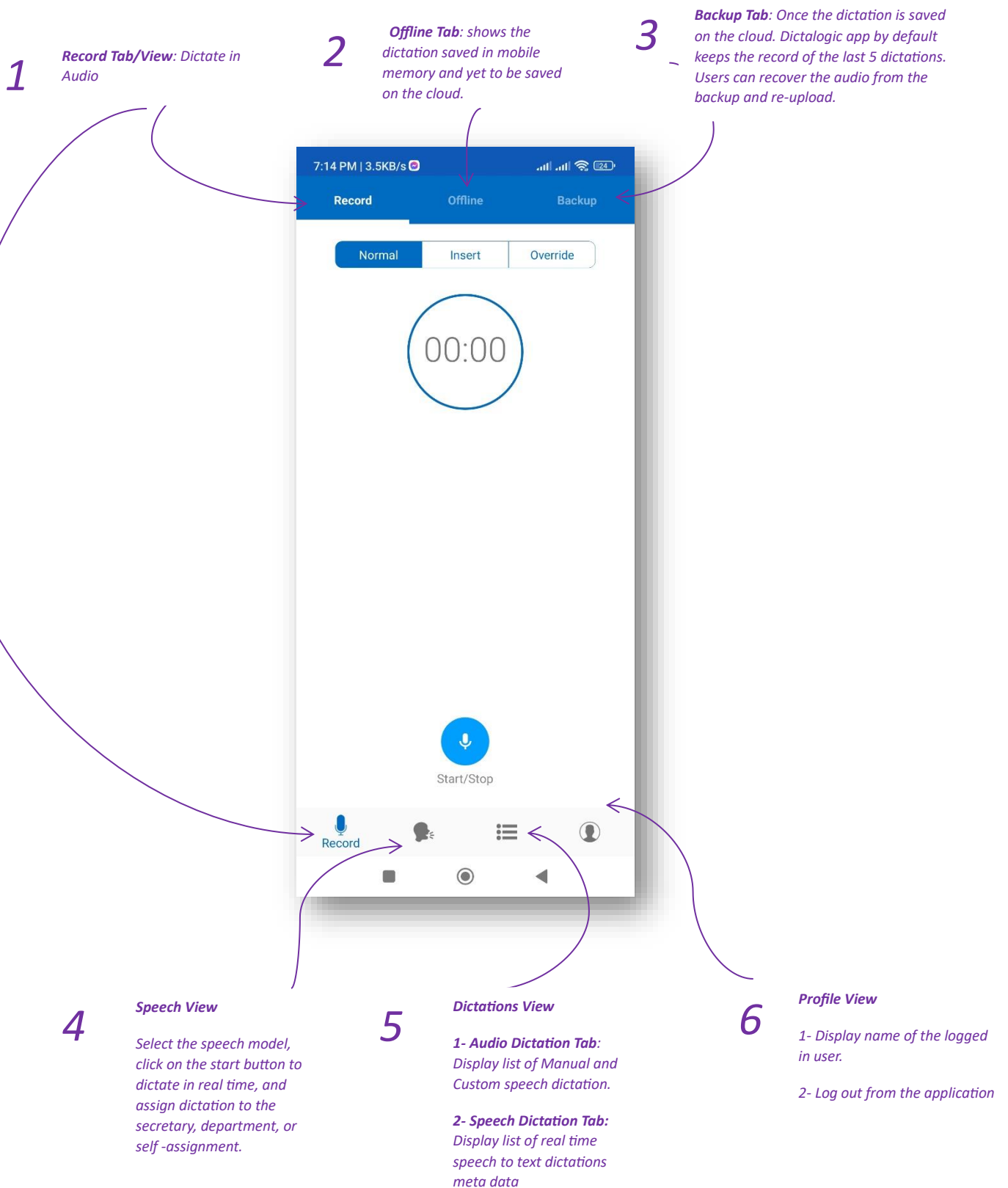


### Login as a Microsoft Office 365 user.

- 1- Launch the Dictalogic App.
- 2- Click on the Enterprise user “Login” button and enter Microsoft credentials.



## 1- Dictate



## Digital Recorder

**1.1**

Always append audio at the end.

**1.2**

Click on **Insert** and select position on wave bar to add new audio at your desired place.

**1.3**

Click on **Override** and select position on wave bar to remove audio from your desired place.



**1.4**

1- Display **length** of the Recording.

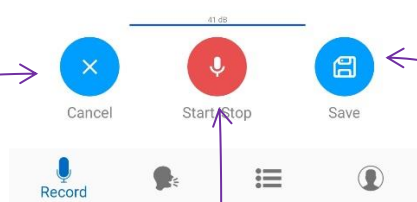
2- **Play/Pause** the recording.

3- Show a **wave bar** that indicates the user is speaking.



**1.7**

Click **Cancel** to return to the recorder view. If the audio is crucial, save it rather than cancel. Otherwise, the audio will be lost.



**1.5**

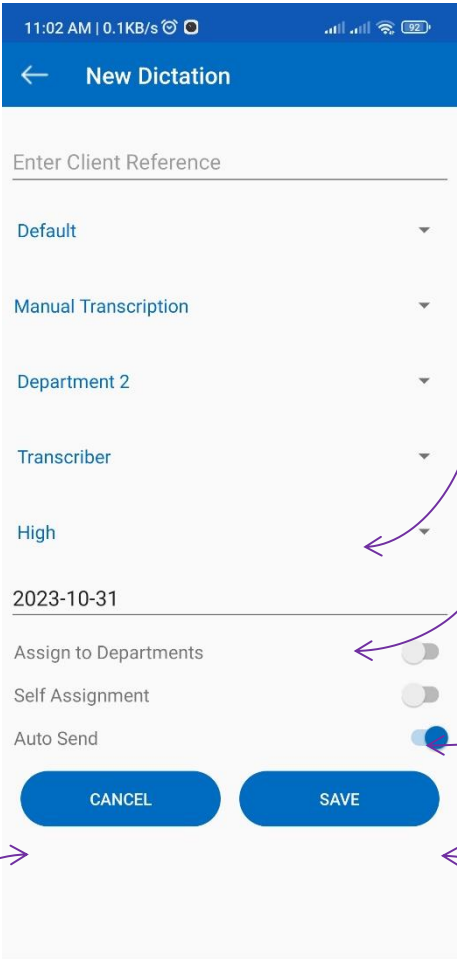
User can **Start/Stop**, **Play/Pause**, and **Forward/Rewind** the recording.

**1.6**

Click **save** to fill the Dictation meta data and save audio.

## Save Dictation Form

Note: Dictation form field values can be set as defaults for each user from the admin portal, instead of selecting each time. It can be auto selected.



**1** Enter client reference as per your requirement.

**2** **Description:** Choose description type e.g., attendance note, letter or memo. More descriptions can be added by admin.

**3** **Manual:** Secretary will get Audio Only Transcription  
**Custom Speech:** Secretary will get Audio + Text.

**4** **Department:** choose as per your requirement  
**Secretary:** choose as per requirement

**5** **Priority:** Choose **High, Medium, or low** as per your requirement  
**Due Date:** choose as per requirement.

**6** **Assign to Department:** Dictation will be assigned to the department, and one of the secretaries from the department will accept it.

**7** **Self-Assignment:** Dictation will remain With Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.

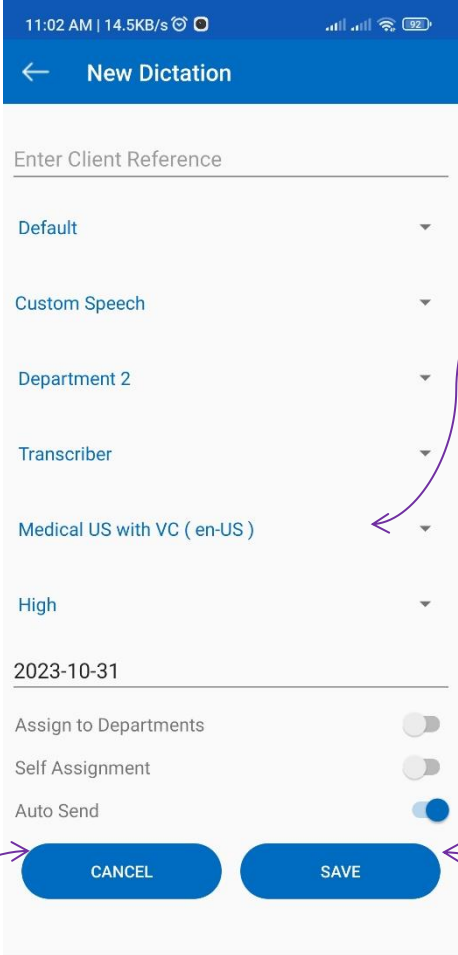
**8** **Auto Send On:** Email notification will be received by assigned to dictation person.  
**Auto Send Off:** Dictation will be saved as With Author state (Draft)

**9** Click save and dictation metadata will be saved first. Then will create the row on the grid and start the audio upload process.

**10** Clicking **Cancel** will save audio in the offline tab and return to the recorder view. The user can later save audio from the offline tab.

## Save Dictation as a Custom Speech

Note: Dictation form field values can be set as defaults for each user from the admin portal, instead of selecting each time. It can be auto-selected.



**1** *Manual: Secretary will get Audio Only Transcription*  
*Custom Speech: Secretary will get Audio + Text.*

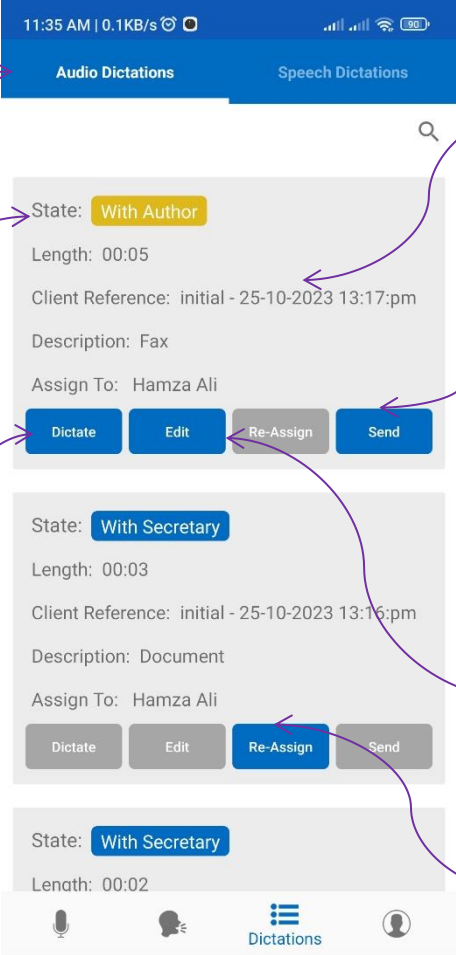
**2** *Cognitive Custom Model:*  
*Select your desired custom speech model for your audio-to-text transcription.*

**3** *Click save and dictation metadata will be saved first. Then will create the row on the grid and start the audio upload process.*

**4** *Click **Cancel** to return to the recorder view or import audio view.*



## Audio dictation grid



**1** By Default, **Dictation Audios** tab is selected. Click on **Speech Dictations** tab to see the dictation view.

**2** Click on dictation row to go to the dictation detail view.

**3** **Audio Dictation States**

- Self-Assignment:** Dictation assigned as himself.
- With Author:** Dictation saved as Draft (Audio Only)
- Awaiting Secretary:** Dictation assigned to Department.
- With Secretary:** Dictation assigned to Secretary.
- Completed:** Will show the dictation marked as completed

**4** Click **Dictate** to add a new audio chunk.

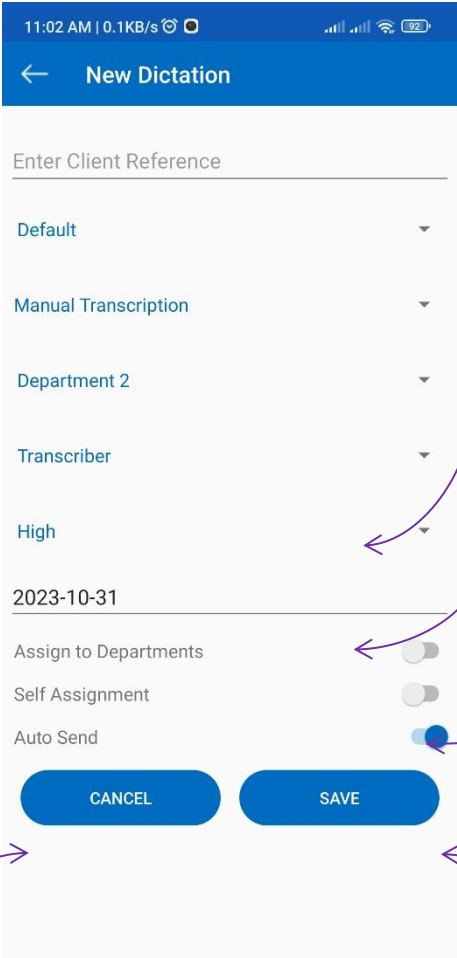
**5** Click on **edit** to update the dictation information or assign it to the secretary or department.

**6** Click on **Re-assign** to pull back the dictation from the secretary or department state to dictate, edit, or assign dictation to someone else.

**7** Click send to assign dictation.

## Edit Dictation Form

Note: Dictation form field values can be set as defaults for each user from the admin portal, instead of selecting each time. It can be auto-selected.



**1** Can update client reference as per your requirement.

**2** **Description:** Can change description type e.g., attendance note, letter or memo. More descriptions can be added by admin.

**3** **Manual:** Secretary will get Audio Only Transcription  
**Custom Speech:** Secretary will get Audio + Text.

**4** **Department:** can change as per your requirement  
**Secretary:** choose as per requirement

**5** **Priority:** Can change **High, Medium, or low** as per your requirement  
**Due Date:** can change as per requirement.

**6** **Assign to Department:** Dictation will be assigned to the department, and one of the secretaries from the department will accept it.

**7** **Self-Assignment:** Dictation will remain With Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.

**8** **Auto Send On:** Email notification will be received by assigned to dictation person.  
**Auto Send Off:** Dictation will be saved as With Author state (Draft)

**9** Click save and dictation metadata will be updated.

**10** Click **Cancel** to return to the grid view.

## Dictation Detail – Dictation Audios

1

**Info Tab:** display dictation metadata and list of audios.

**Text Editor:** Show the transcription Text updated by secretary or generated by using custom speech model.

2

Can see the **list of audios** and click to play it.

3

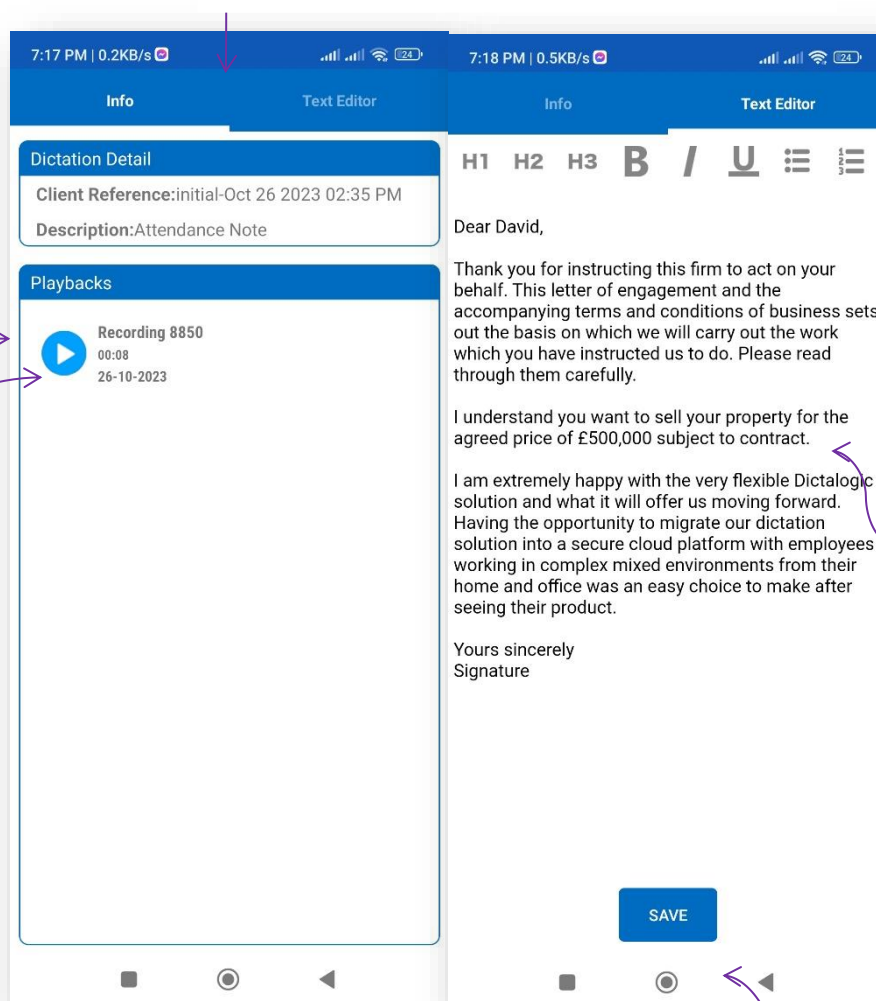
**Click on the Audio:** User can **Play/Pause, Forward/Rewind**, and listen the audio.

4

**Text Editor:** User can type or update the transcription format or see the transcription typed by a secretary or generated by using custom speech model.

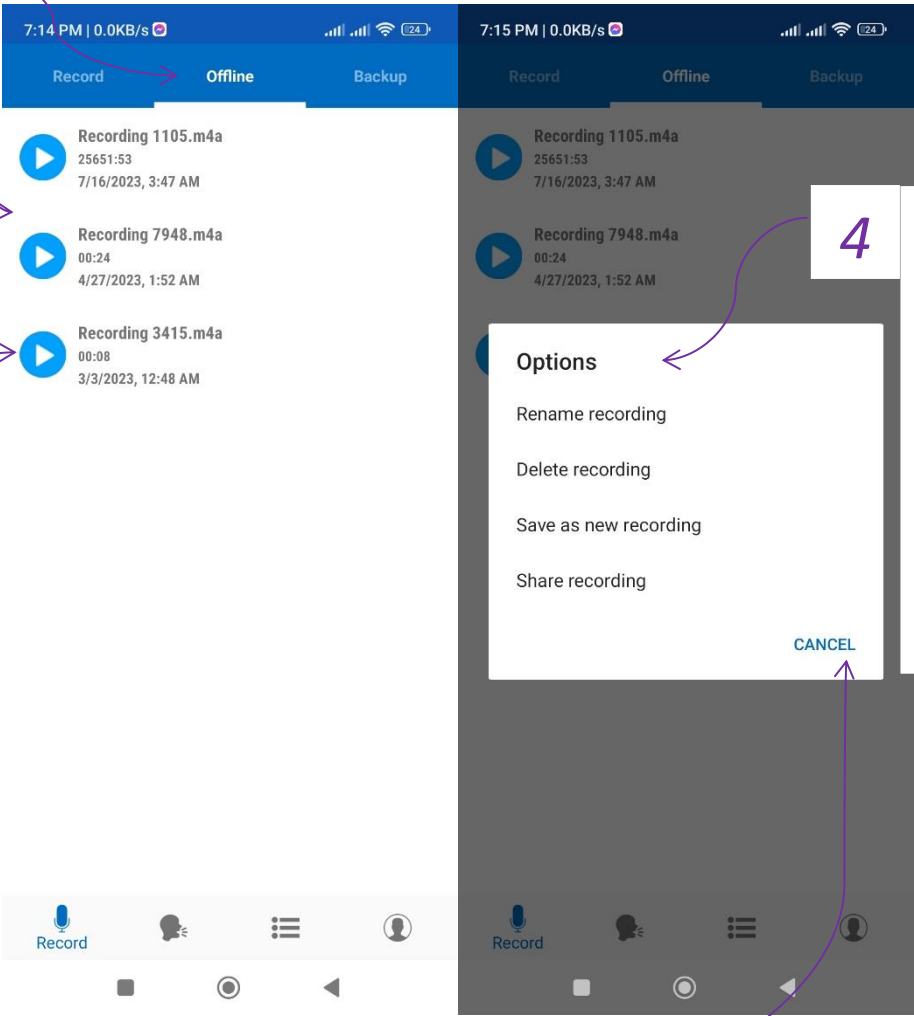
5

Click save will update the transcription on the cloud.



## Offline Tab

Note: Dictalogic app supports offline mode. If there is no internet connection, the user can still use the app, and the dictation will be saved in the offline tab and later can be saved when the internet connection is restored.



**1** Click on the offline tab from top menu.

**2** Shows list of dictations saved in offline.

**3** Long press on the audio to open the menu for more options.

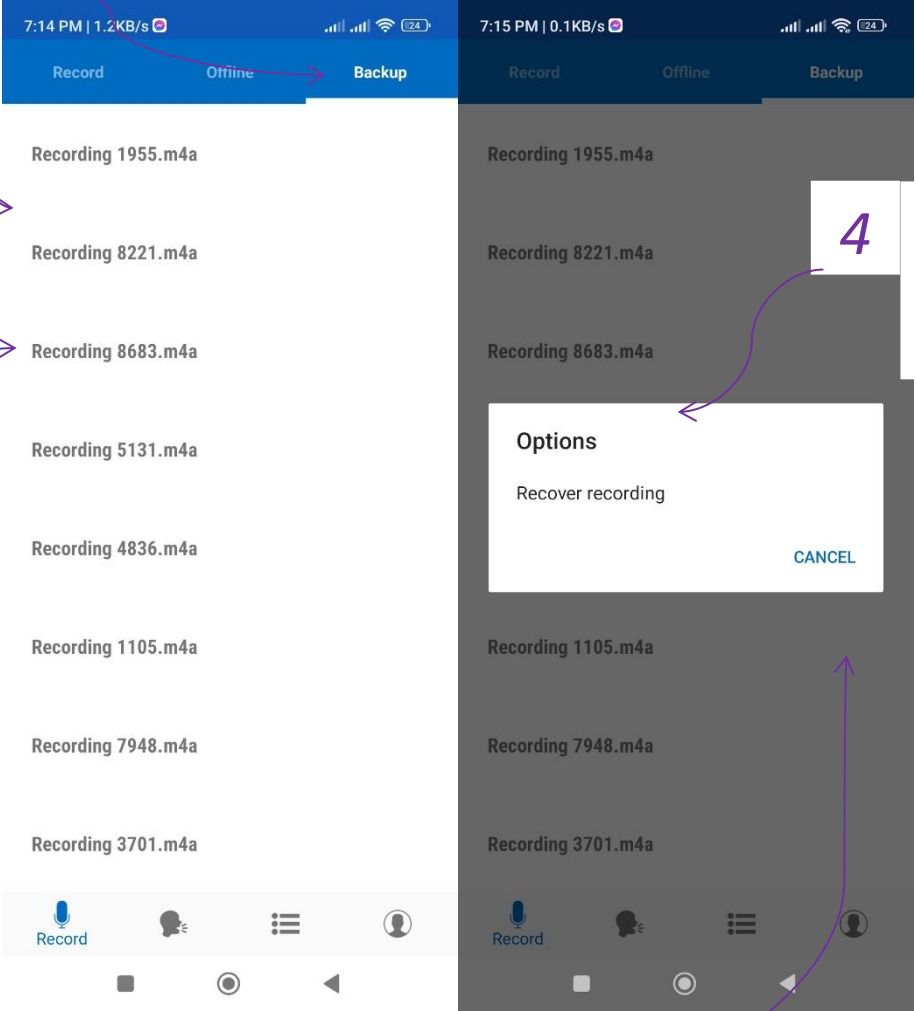
**4** Options:

- 1- User can rename the audio.
- 2- Delete the audio from mobile memory
- 3- Save as new recording will open the dictation form select/Enter the info and click save.
- 4- Share the recording with your desired application. E.g., Email or WhatsApp

**5** Click cancel to return to the offline tab.


## Backup Tab

- 1 *Click on the backup tab from top menu.*
- 2 *Shows list of backup dictations.  
It creates a backup once dictation upload to the cloud.*
- 3 *Long press on the audio to open the menu for more options.*
- 4 *Options:  
Recover recording will load the audio in the offline tab and the user can re-upload to the cloud.*
- 5 *Click cancel to return to the offline tab.*



The image displays two screenshots of the Dictalogic mobile application interface. The top navigation bar has three tabs: 'Record', 'Offline', and 'Backup'. The 'Backup' tab is selected in both screenshots. The main content area shows a list of audio recordings with filenames like 'Recording 1955.m4a', 'Recording 8221.m4a', 'Recording 8683.m4a', 'Recording 5131.m4a', 'Recording 4836.m4a', 'Recording 1105.m4a', 'Recording 7948.m4a', and 'Recording 3701.m4a'. In the left screenshot, a long press on one of the recordings has opened a context menu. In the right screenshot, the 'Options' dialog is visible, showing a 'Recover recording' option and a 'CANCEL' button. Arrows and numbers 1 through 5 provide a step-by-step guide to navigating through these features.

## 2- Speech - Realtime Speech to Text



**1** **Cognitive Custom Model:**  
Select your desired custom speech model for your speech-to-text transcription.

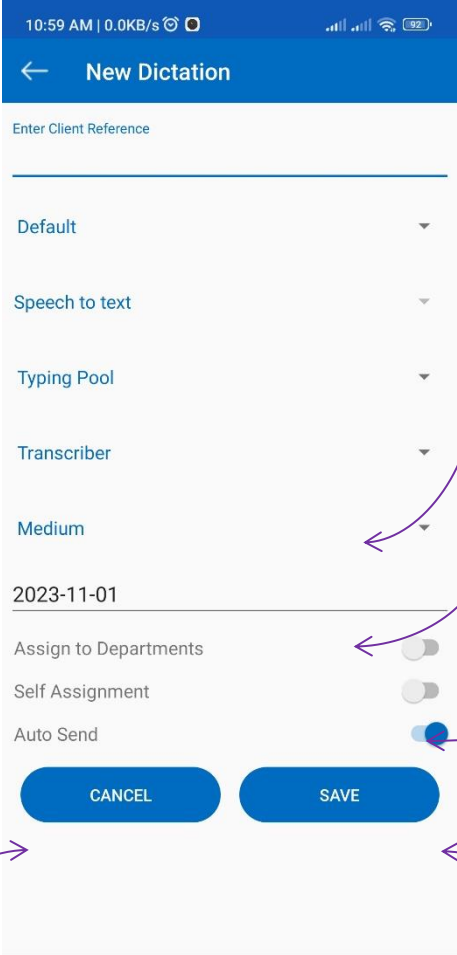
**2** Apply your desired **formatting**.

**3** Click on the **Start/Stop** and start speaking, text will appear on the text editor.

**4** Click **save**, will open the dictation form select/enter the dictation info, and click save.

**5** Click **Cancel**, will remove the text from the text editor.

## Save Dictation Form



**1** Enter client reference as per your requirement.

**2** **Description:** Choose a description type e.g., attendance note, letter or memo. More descriptions can be added by admin.

**3** **Speech to Text:** Secretary will get the transcription Text.

**4** **Department:** choose as per your requirement  
**Secretary:** choose as per requirement

**5** **Priority:** Choose **High, Medium, or low** as per your requirement  
**Due Date:** choose as per requirement.

**6** **Assign to Department:** Dictation will be assigned to the department, and one of the secretaries from the department will accept it.

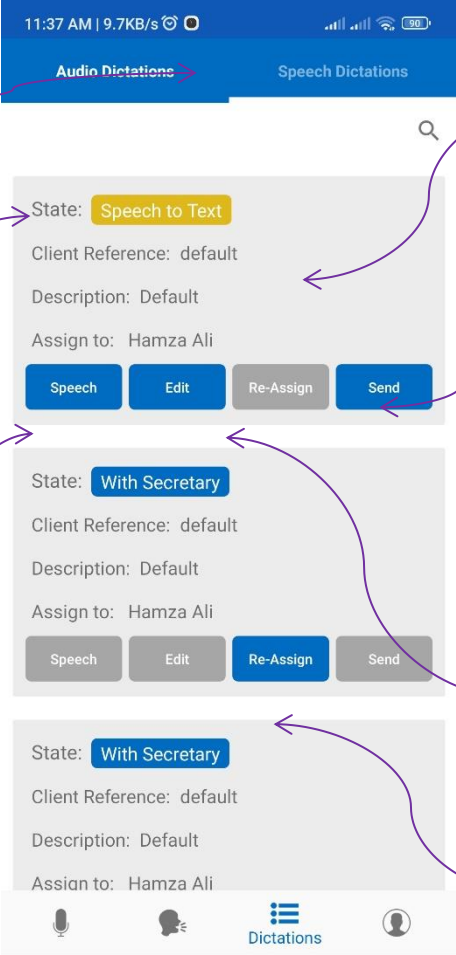
**7** **Self-Assignment:** Dictation will remain With Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.

**8** **Auto Send On:** Email notification will be received by assigned to dictation person.  
**Auto Send Off:** Dictation will be saved as With Author state (Draft)

**9** Click **save**, will open the dictation form select/enter the dictation info, and click save.

**10** Click **Cancel** to return to the speech view.

## Speech dictation grid



**1** Click on the Speech **Dictations** tab to see the list of dictations.

**2** Click on dictation row to go to the dictation detail view.

**3** **Audio Dictation States**

- Self-Assignment:** Dictation assigned as himself.
- Speech to Text:** Dictation saved as Draft (Text Only)
- Awaiting Secretary:** Dictation assigned to Department.
- With Secretary:** Dictation assigned to Secretary.
- Completed:** Will show the dictation marked as completed

**4** Click **Speech** to add a new text at the end of the existing transcription.

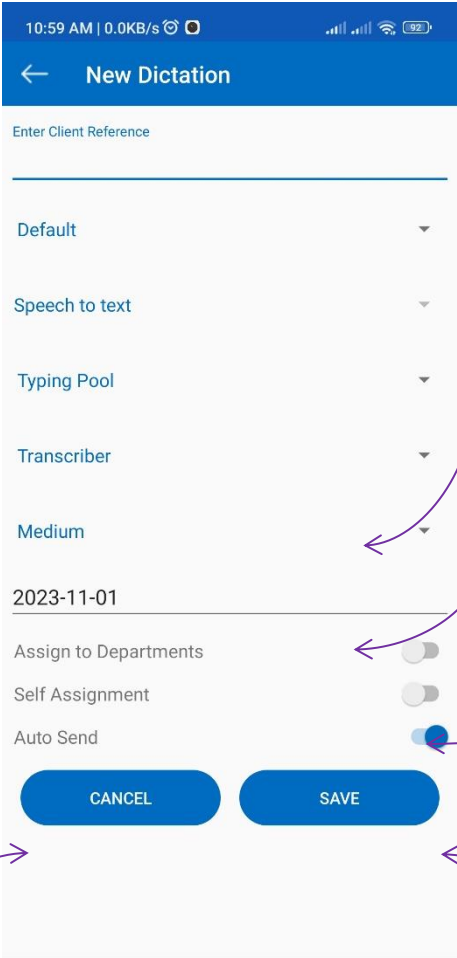
**5** Click on **edit** to update the dictation information or assign it to the secretary or department.

**6** Click on **Re-assign** to pull back the dictation from the secretary or department state to dictate, edit, or assign dictation to someone else.

**7** Click send to assign dictation.



## Edit Dictation Form



**1** Can change client reference as per your requirement.

**2** **Description:** Can change description type e.g., attendance note, letter or memo. More descriptions can be added by admin.

**3** **Speech to Text:** Secretary will get the transcription Text.

**4** **Department:** Can change as per your requirement  
**Secretary:** choose as per requirement

**5** **Priority:** Can change **High, Medium, or low** as per your requirement  
**Due Date:** Can change as per requirement.

**6** **Assign to Department:** Dictation will be assigned to the department, and one of the secretaries from the department will accept it.

**7** **Self-Assignment:** Dictation will remain With Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.

**8** **Auto Send On:** Email notification will be received by assigned to dictation person.  
**Auto Send Off:** Dictation will be saved as With Author state (Draft)

**9** Click **save** to update the speech dictation metadata.

**10** Click **Cancel** to return to the grid view.

## Dictation Detail – Transcription

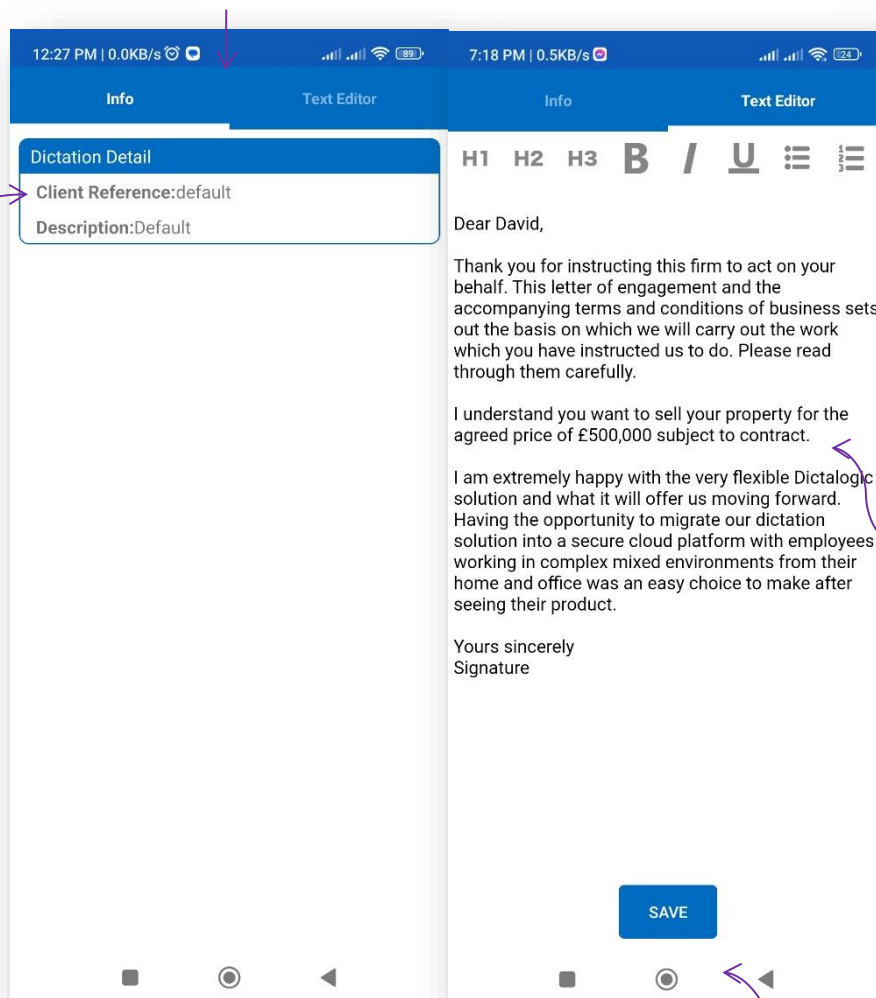
1

**Info Tab:** display dictation metadata.

**Text Editor:** Show the transcription Text updated by secretary or generated using a custom speech model.

2

Can see the **dictation metadata**.



4

**Text Editor:** User can type or update the transcription format or see the transcription typed by a secretary or generated using a custom speech model.

5

Click save will update the transcription on the cloud.